



MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Adopted Minutes of the JPB Policy Committee Meeting

October 28, 2019, 3:00 pm

Steele County Administration Center, Owatonna, MN

Room 222

I. The Minnesota Prairie County Alliance joint powers board policy committee met on October 28 2019, in Room 222 of the Steele County Administration Center beginning at 2:56 pm. Call to order

II. Individuals present at the meeting: Attendance

Members present: Tim Tjosaas Dodge County Commissioner
Rick Gnemi Waseca County Commissioner

Members absent: None

Also present: Jane Hardwick MNPrairie Executive Director
Kristin Ferris MNPrairie Executive Assistant (by
videoconference)
Kevin Venenga MNPrairie Finance Manager
Julie Johnson MNPrairie & Steele County Human
Resources Director

III. Motion by consensus to accept the minutes from April 23, 2018 of the Minnesota Prairie County Alliance joint powers board policy committee as presented. Minutes approval

IV. Motion by consensus to accept the minutes from May 28, 2019 of the Minnesota Prairie County Alliance joint powers board policy committee as presented. Minutes approval

V. Jane Hardwick, MNPrairie Executive Director, presented the committee with the paid time off (PTO) payout policy amendment noting that recent interpretations of the federal Internal Revenue Service (IRS) provisions indicate that the accrual of PTO would be considered constructive receipt of income that would need to be taxed in the year it is received, regardless of whether it is used or paid out in that year, if the employee could choose to convert that Paid time off
payout
amendment

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PTO to cash in that year. This has many implications for staff (the primary one being taxed for PTO accruals whether they use the PTO or not) and for MNPrairie to manage tracking of PTO as being constructively received at accrual and withholding taxes at that time, but not when it's used or paid out.

Ms. Hardwick noted that this is covered in the 2020 budget. PTO expenditures under current policy and bargaining agreement was approximately \$44,000 in 2018. Projected expenditure under the recommended policy is less than \$15,000 for 2020.

There was discussion regarding how other counties handle PTO buyout options and an interest in approaching the bargaining unit about the potential for a memorandum of understanding so the policy can be applied to all employees.

The committee members agreed by consensus to recommend that the PTO payout policy amendment be presented to the joint powers board on November 19, 2019 for consideration and adoption. Recommendation

VI. Jane Hardwick presented the committee with an amendment to the holidays policy. It has been MNPrairie's practice to require employees to be in paid-work status on the day preceding a holiday and on the day following a holiday in order to receive holiday pay. This was recently clarified in the new bargaining agreement. With the recommended amendment, the MNPrairie policy is being updated to clarify that it applies to all employees. Holidays policy amendment

The committee by consensus recommended that the holidays policy amendment be presented to the joint powers board on November 19, 2019 for consideration and adoption. Recommendation

VII. The next scheduled meeting is November 28, 2019 from 3:00 pm to 4:00 pm in Room 222 of the Steele County Administration Center, 630 Florence Ave., Owatonna, MN. Next meeting

VIII. The meeting adjourned at 3:06 pm Adjournment

BY:

Jane Hardwick
MNPrairie Joint Powers Board Clerk

DATED:
